

ACF

**Administration
for Children
and Families**

**U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES
Administration on Children, Youth and Families**

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3. Originating Office: Children's Bureau

**4. Key Word: Adoption and Foster Care Analysis and Reporting
System (AFCARS)**

INFORMATION MEMORANDUM

TO: State Agencies Administering or Supervising
Administration of Titles IV-E and IV-B of the
Social Security Act.

Regional Administrators, ACF
Regions I - X

SUBJECT: Record Format Changes to Accommodate the Year 2000
Century Date Change to the Federal Adoption and
Foster Care Analysis and Reporting System
(AFCARS).

LEGAL AND
RELATED

REFERENCES: Section 479 of the Social Security Act; 45 CFR
Parts 1355, 1356 and 1357

PURPOSE: The purpose of this Information Memorandum is to
inform State agencies of the required change to
information systems, such as AFCARS, to
accommodate the change in century year references.

BACKGROUND: The regulation at 45 CFR 1355.40, which implements
section 479 of the Social Security Act, sets forth
the AFCARS requirements for the collection of
uniform, reliable information on children who
are under the responsibility of the State title
IV-B/IV-E agency for placement and care.

The Department of Health and Human Services (DHHS)
will use this information to respond to questions
and requests from Congress, other Departments,
States and interested organizations for current
data on children in foster care or who have been

adopted.

INFORMATION:

As we approach the year 2000, the Administration for Children and Families (ACF) is requiring that information systems staff identify any data, data submissions and/or data exchanges and make the necessary computer software changes to accommodate the change in century year references.

Accordingly, the ACF is requiring a modification to existing AFCARS date fields in order to operate effectively in the new millennium. Therefore, all date formats need to be expanded to accommodate century information. Currently, AFCARS requires either a YYMMDD, YYMM or YY date format. This format shall change to either CCYYMMDD, CCYYMM or CCYY. The CCYY represents the four digit century year, e.g., 1996.

The new century year format will require expanded record layouts for the foster care summary, foster care detail, adoption aggregate, adoption summary, adoption detail and footnote files. For a detailed explanation of this expanded layout please refer to AFCARS Technical Bulletin #2, - File Format, Revised: March 6, 1996.

The Federal AFCARS System will not read the old date format as of October 1, 1996. Once the new format becomes effective, States must use the revised format regardless of the reporting period.

Please note: For the AFCARS data currently due by June 15, 1996 for the third report period (October 1, 1995 - March 30, 1996), States **SHOULD NOT** use the new century year format. States must use the current YYMMDD, etc. date format when submitting data by June 15, 1996, or any previous report period prior to October 1, 1996.

Please refer to the table below for a list of AFCARS data elements that will be affected:

Data Element Number	Data Element Name	Current Date Format	Century Date Format
Foster Care Summary File			
02	Report period ending date	YYMM	CCYYMM
Foster Care Detail File			
02	Report period ending date	YYMM	CCYYMM
05	Date of most recent periodic review	YYMMDD	CCYYMMDD
06	Child's date of birth	YYMMDD	CCYYMMDD
18	Date of first removal from home	YYMMDD	CCYYMMDD
20	Date child was discharged from last foster care episode	YYMMDD	CCYYMMDD
21	Date of latest removal from home	YYMMDD	CCYYMMDD
22	Removal transaction date	YYMMDD	CCYYMMDD
23	Date of placement in current foster care setting	YYMMDD	CCYYMMDD
45	Year of birth (1st principal caretaker)	YY	CCYY
46	Year of birth (2nd principal caretaker)	YY	CCYY
47	Date of mother's parental rights termination	YYMMDD	CCYYMMDD
48	Date of legal or putative father's parental rights termination	YYMMDD	CCYYMMDD
50	Year of birth (1st foster caretaker)	YY	CCYY
51	Year of birth (2nd foster caretaker)	YY	CCYY
56	Date of discharge from foster care	YYMMDD	CCYYMMDD
57	Foster care discharge transaction date	YYMMDD	CCYYMMDD

Data Element Number	Data Element Name	Current Date Format	Century Date Format
Adoption Aggregate File			
02	Report period ending date	YYMM	CCYYMM
Adoption Summary File			
02	Report period ending date	YYMM	CCYYMM
Adoption Detail File			
02	Report period ending date	YYMM	CCYYMM
05	Date of birth of child	YYMM	CCYYMM
16	Mother's year of birth	YY	CCYY
17	Father's (putative or legal) year of birth	YY	CCYY
19	Date of mother's termination of parental rights	YYMMDD	CCYYMMDD
20	Date of father's termination of parental rights	YYMMDD	CCYYMMDD
21	Date adoption legalized	YYMMDD	CCYYMMDD
23	Mother's year of birth	YY	CCYY
24	Father's year of birth	YY	CCYY
Optional Explanatory Footnote File			
03	Report period end date	YYMM	CCYYMM

EFFECTIVE
DATE:

October 1, 1996

- States are required to begin using the new century year format for all AFCARS data, regardless of the report period, submitted October 1, 1996 and thereafter.
- Data submitted before October 1, 1996 should be submitted in the old format.

INQUIRIES:

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Attachment